

CITY OF BURBANK

ELECTRICAL SERVICE PLANNER

DEFINITION

Under direction to: perform a wide range of administrative, professional and technical duties in providing electric utility services to customers; perform related work as required.

ESSENTIAL FUNCTIONS

Utility representative who meets with customers, developers, architects, electricians, electrical engineers and contractors to determine new electrical services; reviews architectural plans, load calculations and electrical diagrams; prepares work orders, drawings and specifications for the installation of non- distribution facilities for residential, commercial, and industrial developments; manages maintenance and capital projects including small or medium overhead pole line extensions and upgrades; analyzes potential load requirements; prepares drawings for developers; coordinates and oversees the development of construction plans; conducts field checks of existing overhead lines for clearances and other utility conflicts; performs miscellaneous engineering duties and updates drawings; prepares a service confirmation and spots the locations of the electric meter panel for temporary and permanent services; collects fees from customers at the utility counter and signs up customers for new service; reviews electrical panel drawings prior to manufacture; performs a wide variety of related engineering duties, including but not limited to transformer load studies, system analysis, short circuit calculations, estimating, AutoCAD drafting, Oracle applications and Joint Pole procedures; works at the one-stop customer counter in the first floor lobby for both water and electrical service; performs other related duties as assigned; drives on City business.

MINIMUM QUALIFICATIONS

Employment Standards:

- Knowledge of - General Order 95, General Order 128, Electric Utility Service Equipment Requirements Guidelines, National Electric Code, and Joint Pole Procedures, metering, overhead and underground construction practices, computers and computer-aided design and drafting; skill in writing, oral communications and telephone etiquette.
- Ability to - interact with the public, architects, electrical engineers, developers, contractors, utility work crews and other City departments and provide excellent customer service; read architectural drawings/electrical diagrams, foster a teamwork environment, and organize/prioritize workload; and establish and maintain effective working relationships with supervisors, fellow employees and the public.

Education / Training: Graduation from high school or attainment of GED or CHSPE certificate. Two years of engineering experience in an electric utility doing similar work.

Note: An equivalent combination of experience, education/training may be substituted for the listed minimum requirements.

License & Certificates: A valid California Class "C" driver's license or equivalent at time of appointment.

SUPPLEMENTAL INFORMATION

None.